NATURAL RESOURCES INFORMATION CLEARINGHOUSE PROGRESS REPORT

SECOND QUARTER FY 2005, JANUARY – MARCH 2005

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ACRONYMS

BIOFOR	Biodiversity and Sustainable Forestry
EGAT	Economic Growth, Agriculture, and Trade Bureau
FY	fiscal year
GIS	geographic information systems
NRIC	Natural Resources Information Clearinghouse
NRM	natural resources management
USAID	U.S. Agency for International Development

SUMMARY

This document serves as the Natural Resources Information Clearinghouse's (NRIC) progress report for the tenth quarter of operation (January through March 2005). Following this summary of accomplishments, the report presents a narrative discussion of the project's accomplishments and the quarterly financial report.

Key accomplishments in this reporting period included: 1) produced Report to Congress on the U.S. Agency for International Development's (USAID) fiscal year (FY) 2005 *Investments in Drinking Water Supply and Related Activities*; 2) prepared a fact sheet to the National Security Council on current status of the Water for the Poor Initiative; 3) reformatted the natural resources management (NRM) web pages on www.usaid.gov and www.nric.net to include USAID's new brand identity; 4) hired a Director and a Biodiversity and Forestry Specialist.

Other accomplishments included:

Reports, publications, and research
- Developed a new FY 2005 communications package for the Water Team
- Prepared draft of FY 2004 *Section 118: Tropical Forests Report* to Congress.
- Provided content for the sustainable financing section of the Biodiversity Guide

Information management
- Completed a survey of indicator data for water-related activities of the FY 2005 mid-year reporting period as required by the Online Presidential Initiative Network.

Web
- For www.usaid.gov, submitted a web-accessible PDF of the FY 2005 *Investments in Drinking Water Supply and Related Activities Report* to Congress. Also updated 155 pages maintained by the NRM Office, which incorporated the new USAID brand identity
- For Bureau of Economic Growth, Agriculture, and Trade (EGAT) Intranet, updated NRM Office, Biodiversity Team, and Water Team pages

Build Information Resources
- Added 28 project records and 288 documents to the NRM databases
- Submitted a draft of the USAID's *Geographic iInformation Systems (GIS) Portfolio Report* to USAID for review

Planning
- Reformatted the *Amazon Basin Opportunities Assessment Report* per USAID's new graphic standards manual and submitted it to USAID for approval to print

Conference, training, and communications support
- Prepared the NRM Ambassador Package for NRM Office review
- Began work on the sustainable tourism training module, including collaboration with nongovernmental organizations and university partners
- Provided support to the joint Natural Resources Management and Poverty Reduction seminar series for seminars 4-7

Additions to the Work Plan
The following activities were completed this quarter but not specifically planned for in NRIC's FY 2005 work plan:

♦ Revised documents and made changes to web layout codes on three web sites to meet the requirements of USAID's new brand identity and new graphic standards manual
♦ Helped USAID's Office of Program Analysis, Implementation, Communications and Outreach draft an article on Poverty and NRM seminar 4 for USAID's *Frontlines* newspaper

Next quarter
In the third quarter of FY 2005, NRIC will focus on 11 major areas, including:

- Integrate NRIC activities into NRM Office strategic framework;
- Participate in the new IR4 workgroup for Communications and Knowledge Management; (CKM) and draft the 2005 NRM communications strategy, based on 12-13 April retreat
- Assess NRIC web tools and provide NRMO with web trends reports for nric.net, Intranet, and USAID's external sites;
- Print *Section 118: Tropical Forests Report to Congress;*
- Hire a new NRIC analyst for the Water Team to replace departing Meg Findley;
- Support the Biodiversity Team to prepare the *Section 119: Biodiversity Report*;
- Assist with Land Team communications and knowledge management initiatives, prepare new Land Team activities portfolio and update web pages;
- Complete and publish the GIS report: *Geospatial Information and Tools*;
- Poverty Reduction and NRM Seminar Series: finalize web content and hire senior and junior assistance to develop training module with USAID NRM staff;
- Sustainable Tourism: complete sustainable tourism paper and update web pages; develop component pieces to sustainable tourism training module, including development of workbooks for trainers and trainees; and
- Begin the new MET project related to conservation and property rights for indigenous peoples.

TASK 1.
RESEARCH, WRITE, AND PRODUCE REPORTS AND OTHER PUBLICATIONS

Under Task 1 NRIC assists the NRM Office and teams with research, writing reports, case studies, and other informative documents and production of these materials.

This quarter, NRIC assisted the Water Team with several publications. This included completing research with Missions and preparing a report to Congress on USAID's FY 2005 *Investments in Drinking Water Supply and Related Activities*, including layout and production of 100 copies. In addition, NRIC helped develop a new FY 2005 communications package for the Water Team, which included five flyers on contract mechanisms and one new brochure concerning more than seven available mechanisms; this involved formatting per USAID's new branding and graphics guidelines as well as printing. NRIC also prepared a fact sheet to the National Security Council on current status of the Water for the Poor Initiative and assisted in the preparation of data and a briefing report on USAID's water portfolio for the development of new water legislation introduced by Senator Frist.

Other NRIC research and reporting accomplishments in the first quarter included the following:
- Provided data on Africa Bureau water activities by fund account for potential development of new initiative
- Prepared new information sheet on "Water Reuse"
- Helped the Biodiversity and Forestry Teams prepare Section 118 and 119 materials for update by missions and compiled mission and regional program input to the reports
- Helped Forestry Team write and edit the *Section 118: Tropical Forests Report*, began layout, and gathered photos
- Compiled draft FY 2004 biodiversity expenditures for Section 119: *Biodiversity Conservation Report*
- Provided content for the sustainable financing section of the Biodiversity Guide
- Worked with the Land Team to develop a communications package that will include an annual LRM publication, periodic newsletter, and communications portfolio

TASK 2.
COLLECT AND MANAGE INFORMATION FOR THE NRM OFFICE AND TEAMS

Under Task 2 NRIC collects data on NRM-related activities and expenditures Agency-wide, tracks field support provided by the NRM Office, and provides analysis and reporting based on these data.

NRIC technical specialists tracked the Water Teams' member activities, including support provided to missions and other bureaus within USAID, conferences attended, and other important accomplishments.

NRIC launched a survey of indicator data for water-related activities of the FY 2005 mid-year reporting period as required by the Online Presidential Initiative Network. With the survey, NRIC prepared and sent 82 customized data files and questionnaires to the missions related to the 16 indicators monitored under the Water for the Poor Initiative.

TASK 3.
DESIGN, PRODUCE, AND MAINTAIN WEB SITES

Under Task 3 NRIC designs, produces, and maintains web pages for the NRM Office and teams.

In the second quarter, NRIC continued to support the NRM Office's web presence via EGAT's internal site and public sites at www.usaid.gov and www.nric.net. NRIC's webmaster redesigned web pages on the public sites to meet requirements for USAID's new brand identity.

For www.usaid.gov, NRIC submitted an accessible PDF of the FY 2005 Congressional Report on USAID's *Investments in Drinking Water Supply and Related Activities* to USAID's Bureau for Legislative and Public Affairs for posting. NRIC also updated land, water, and biodiversity pages, incorporating USAID's new brandmark. This involved changes to 66 content pages, 54 images, 21 modules, and 20 modules images (which included 13 header images). These break down as follows:

- Biodiversity pages — 59 files: 26 content pages, 23 images, 5 modules, 5 module images
- Water pages — 29 files: 13 content pages, 12 images, 2 modules, 2 module images
- Land Management pages — 7 files: 2 content pages, 1 image, 2 modules with 2 header images
- Forestry pages — 66 files: 25 content pages, 18 images, 12 modules with 11 header images

For the EGAT Intranet site, NRIC worked with the NRM Office and teams to update Users Guide entries, as well as publications. This included updating the Users Guide entries for mechanisms overseen by the Biodiversity, Land, and Water Teams and submitting the following to the EGAT Webmaster for posting. NRIC also updated and submitted NRM Office files to TechHUB for posting, including:

- NRM Office staff directory pages
- Forty-three files for the Biodiversity Team, including: Biodiversity Code page, Biodiversity Guide, "What's New" module highlighting new code page, and reviewer instructions on Biodiversity "What's New" module (16 pages (1 new "Biodiversity Code" page), 6 images, 3 new documents, 12 modules with 6 header images)
- Thirty files for the Water Team, including: 1 new Water Reuse fact sheet, 7 U.N. Commission on Sustainable Development, 5 White Water to Blue Water, 9 WWF3 fact sheets, 8 contract mechanisms

Finally, NRIC posted a draft of the Ambassador Package materials to the EGAT Intranet development site for the NRM Office to review.

For www.nric.net, NRIC replaced the USAID logo with the USAID brand identity on all pages. NRIC also submitted Web Trends report for www.nric.net to NRIC's Cognizant Technical Officer. For the NRM online library, NRIC changed 13 search pages to include sustainable tourism as a criterion, and created and posted a new page explaining search criteria for document types. In addition, NRIC updated the following Poverty Reduction and Sustainable Tourism pages:

- Poverty Reduction pages: Overview, Biosketches, Presentations (3 new for Seminar 7), Schedule, Summary pages for Seminars 4-7, Readings list for Seminars 2-6,8, and Participant Contact Information
- Sustainable Tourism pages on dev.nric.net: created 14 pages, inserted 8 photos, and updated Agency/Orgs, Portfolio Assessment, and 4 country profile pages

Other web work included:

- Submitted Web Trends report for www.usaidwater.org (a now-expired extranet site) to NRIC's Cognizant Technical Officer
- Archived www.usaidwater.org files for NRIC library because domain name registration expired
- Made site maps and inventory lists of files for better web management

TASK 4.
ACQUIRE, ORGANIZE, AND ARCHIVE INFORMATION RESOURCES

Under Task 4 NRIC is compiling information about USAID natural resources projects and related cross-sector activities, and helping to distribute the information, lessons learned and tools over the Internet, in workshops and as training materials.

NRIC reviewed and updated information on projects in Angola, Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Guinea, Kenya, Madagascar, Malawi, Mali, Mozambique, Namibia, Nigeria, Rwanda, Senegal, South Africa, Sudan, Tanzania, Uganda, Zimbabwe. In addition, the project:

- Reviewed and updated information on 46 sustainable tourism project entries
- Identified NRM programs in Asia and the Near East using the FY 2005 *Congressional Budget Justification*
- Wrote 17 "Activities Managed Not in Country" datasheets for the Biodiversity Team
- Created a list of organizations in database for data entry

The projects component of the database increased by 28 projects, bringing the total number of projects in the database to 500. Moreover, 288 documents were added to the NRIC library, bringing the total holdings to 3,474 documents. The images component of the database remains at 378 images.

For USAID's GIS portfolio assessment activity, NRIC submitted a revised draft GIS Portfolio Assessment report and expanded GIS projects in database by reviewing 51 GIS project entries and adding 40 GIS project summaries, as well as eight new project entries with GIS components, to the NRM online library. NRIC also began to design and populate the web-based "GIS Resource Guide."

TASK 5.
PLANNING

Under Task 5 NRIC supports planning and special project activities within the NRM Office and teams.

During the second quarter, NRIC reformatted the *Amazon Basin Opportunities Assessment* per USAID's new graphic guidelines and submitted it to USAID for review and approval. USAID and NRIC discussed Phase II activities: production of a Basin map, NRIC's help (translation and electronic distribution) with preparing the "Overview" of USAID's *Amazon Basin Strategy* for public comment, and possible production of the strategy.

TASK 6.
ASSISTING WITH CONFERENCES, TRAINING AND COMMUNICATIONS

Under Task 6 NRIC prepares materials and provides logistic support for conferences, meetings, workshops and training activities, and supports communications and outreach needs of the NRM Office and teams.

In the second quarter, NRIC helped with the joint NRM Office/Office of Poverty Reduction seminars 5-7 on poverty reduction and natural resources management, including meeting assistance and updating the web pages on www.nric.net (new biographies, presentations, and reading lists). NRIC also worked with USAID's Office of Program Analysis, Implementation, Communications and Outreach to draft articles on seminars 4 and 5 for USAID's *Frontlines* publication. Additionally, NRIC helped write an overview about the seminars for the Stockholm Poverty and Environment meetings (attendees include European Union counterparts to USAID). Finally, NRIC helped USAID seminar leaders update the budget for the seminar series, develop a strategy, and determine remaining products and timeline, including the development of a poverty reduction training module.

For USAID's sustainable tourism portfolio activity, NRIC began research and development on the sustainable tourism training module and met with NGOs and university partners (George Washington University, Conservation International, The Nature Conservancy, and DevTech) to gain collaborative input to the training module development. In addition, NRIC prepared a framework for the Sustainable Tourism Working Group review.

In addition, NRIC completed the first iteration of the sustainable tourism web pages, including photographs and formatting per USAID's new branding requirements. The pages were posted on the development site for USAID's review.

NRIC also helped the NRM Office and teams with the following activities:

- ♦ Provided background information on USAID's water portfolio for preparation of April meetings of the 13th meeting of the Commission on Sustainable Development
- ♦ Submitted article on Biodiversity Guideline draft for EGAT Intranet's "What's New" page
- ♦ Updated NRM Ambassador Kit, created a CD-ROM and posted it on the nricdev web site for the NRM Office's review
- ♦ Developed a strategy for LRM Team communication materials and higher priority items (team information sheets and newsletter).

Task 7.
NRIC Project Planning, Monitoring, and Reporting

This report details the NRIC products and activities for last quarter, January – March 2005, and briefly outlines the work plan for the current quarter. See the section "Changes to the NRIC Annual Work Plan" for specific changes to the NRIC work plan.

This quarter, NRIC hired two personnel: Forestry and Biodiversity Specialist, and the Director. The NRIC (Acting) Director and technical specialists continued to participate in the regularly scheduled meetings of the NRM Office and Teams.

NRIC also submitted its FY 2004 Quarter 4 report, FY 2004 Annual Report, FY 2005 Quarter 1 report to USAID.

CHANGES TO NRIC AND THE NRIC ANNUAL WORK PLAN

This section identifies changes made to the NRIC Annual Work Plan during the previous quarter, discusses reasons for these changes and impacts on operations.

At the end of the first quarter FY 2005, NRIC's Director accepted a position elsewhere and resigned from NRIC. In the second quarter, the Chemonics BIOFOR consortium worked with the NRM Office and teams to recruit and hire an new Chief of Party, Steve Nelson, who began work in the second quarter. In addition, Patrick Maguire, the new Biodiversity and Forestry Specialist joined the project in January.

NRIC used 180 days of level-of-effort in short-term technical assistance (90 for junior-level assistance, 54 for mid-level, and 36 for senior-level) for collecting and accessioning baseline data on NRM projects and tourism-specific data for the online databases, and for work related to four activities: assessment of USAID's GIS & geospatial portfolio; assessment of opportunities for USAID conservation programs in the Amazon Basin; assessment of USAID's tourism portfolio and provision of tools to support tourism projects; and support a series of seminars on the links between poverty reduction and NRM.

This quarter, NRIC performed additional tasks not included in its work plan, including:
- Revised many document layouts and made multiple web coding changes on three web sites per the release of USAID's brand identity and new graphic standards manual
- Helped USAID's Office of Program Analysis, Implementation, Communications and Outreach draft an article on Poverty & NRM seminar 4 for USAID's *Frontlines* newspaper

FINANCIAL REPORT

This information has been deliberately omitted from this version.